

# Office of the State Public Defender

## Administrative Policies

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| Subject: <b>Public Participation Guidelines</b> | Policy No.: <b>235</b>           |
| Title   | Pages: <b>1</b>                  |
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### 1.0 POLICY

These guidelines are intended to insure that the public has a reasonable opportunity to participate in deliberations and decisions that are of significant public interest. Montana's Constitution and statutes guarantee this right.

### 2.0 PROCEDURES

- 2.1 Post a meeting or hearing notice at least 72 hours in advance of the meeting or hearing.
- 2.2 Post the meeting or hearing notice on the state's electronic calendar, on the agency website, and personally to those who have previously shown an interest in the matter.
- 2.3 Include adequate details of potential or proposed action items.
- 2.4 Give notice of any closed session. Such sessions will be held and conducted in accordance with state law.
- 2.5 Include a full agenda for any meeting or hearing with a time allotted for public comment.
- 2.6 Provide a contact name, address, phone number, mailing and emailing addresses, including where to seek special needs or ADA accommodation.
- 2.7 Record minutes of meetings in accordance with 2-3-212, MCA, and make all minutes available for public inspection.

### 3.0 CLOSING

This policy shall be followed unless it conflicts with specific statutes, which shall take precedence to the extent applicable.

Questions about this policy should be directed to:

Office of the State Public Defender  
Central Services Division  
44 West Park  
Butte, MT 59701

(406) 496-6080

### 4.0 Cross-Reference Guide

Art. II, Sec.8, MT Constitution  
MCA 2-3-101, et seq.  
ARM 1.3.101